



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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May 30, 2002

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne Brathwaite Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley
Auditor-Controller

SUBJECT: **STATUS REPORT - DEPARTMENT OF PUBLIC SOCIAL SERVICES
AND THE DEPARTMENT OF COMMUNITY AND SENIOR SERVICES
CONTRACT MONITORING REVIEW**

On April 30, 2002, the Board of Supervisors (Board) instructed the Auditor-Controller to perform a comprehensive evaluation of the contract (program) monitoring processes at the Department of Public Social Services (DPSS) and the Department of Community and Senior Services (DCSS) and prepare recommendations for improving such processes to reduce the possibility for misuse of public funds by all contractors. The purpose of this memo is to provide your Board a status report on our review of the contract monitoring processes at DPSS and DCSS.

We have met with managers and staff from DPSS and DCSS and are working with them to compile a comprehensive listing of each department's programs and to determine the type of monitoring conducted (e.g., fiscal, service delivery, administrative); the monitoring frequency for each program; and whether the programs are monitored by the department or an outside contractor. In addition, we have requested the departments to provide us with the monitoring instruments used in monitoring the programs. We estimate the listing will identify over 500 program contractors.

After our listing is complete, we plan to select a sample of high dollar and high volume programs to review in order to identify areas where opportunities exist to improve the monitoring process. Our review will include an evaluation of the monitoring instruments used to monitor the programs and an assessment of whether the department/contractor staff properly complete the instruments when performing their program monitoring activities. We plan to complete the assignment and issue a report by July 31, 2002.

If you have any questions, please contact me or your staff may contact DeWitt Roberts at (213) 974-0301.

JTM:DR:DC

c: David E. Janssen, Chief Administrative Officer
Bryce Yokomizo, Director, Department of Public Social Services
Robert Ryans, Director, Department of Community and Senior Services
Violet Varona-Lukens, Executive Officer
Audit Committee
Public Information Office